

**LOUISIANA HOUSING FINANCE AGENCY
REHAB LA GRANT PROGRAM CONSULTANT
REQUEST FOR QUALIFICATIONS
May 15, 2006**

INSTRUCTIONS

I. Preparation of Responses

- A. Deliver three complete sets of the required submittals **by 4:30 pm on or before Monday, June 12, 2006**, in a sealed envelope or box clearly marked with the words “REHAB LA Grant Program Proposal Documents”, to Curtis Ferrara at the following address:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: Curtis Ferrara
Re: Response to RFQ for REHAB LA Grant Program Consultant

- B. Proposals must completely respond to all Proposal Requirements outlined in Part 3, below.
- C. The appropriate signatory of the Program Consultant must certify as to the truth and accuracy of the information included in the proposal.

II. Explanation to Prospective Respondents – Any prospective Consultant desiring an explanation or interpretation of the solicitation, scope of services, etc., must address this in writing within 5 days of the bid due date and time. Requests shall be sent to:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: Curtis Ferrara
Re: Response to RFQ for REHAB LA Grant Program Consultant
(225) 763-8700
(225) 763-8710 (F)

III. Distribution of RFQ – This RFQ is being distributed to individuals and firms the LHFA believes may be interested in serving as Consultant to the LHFA outlined herein as the participant in the LHFA’s REHAB LA Grant Program; it is also being published in the major news publications in the state.

IV. Expenses Relating to Proposals and Presentations – LHFA shall not be liable for any expenses incurred by respondents in replying to this RFQ, including expenses incurred in making oral presentations, if any.

V. Contact Prohibitions – It is the express policy of the Agency that prospective respondents to this RFQ refrain from initiating any direct or indirect contact or communication with staff or members of the Board of Commissioners with regard to selection of the Consultant for the Agency’s REHAB LA Grant Program. Any violation of this policy will be considered a basis for disqualification.

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Purpose of RFQ

Through the REHAB LA Grant Program (“Program”), the LHFA is administering approximately \$300,000 each, to six (6) Local Governmental Units (LGUs) of hurricane-affected areas of the state. The LGUs are: Orleans, Washington, Acadia, St. Landry, Sabine, and Evangeline Parishes. LHFA will procure contractors and issue payments to contractors in consultation with LHFA’s consultant for the rehabilitation work of single-family dwellings located in each area. Each unit would be eligible for \$1,000 to \$25,000 for rehabilitation work designed to bring the dwelling up to International Residential Codes (IRC) and in compliance with local codes and energy standards.

The LHFA will contract with consultants to assist it in its administration of the Program. The parties of the contracts shall be the LHFA and the Consultant. The LHFA and the Consultant shall negotiate the initial contract period, but in no case shall the end of a contract period be later than June 30, 2007.

Part 1. Scope of Services

- A. The primary responsibility of the Consultant is to act on behalf of the LHFA in its administration of the Program. Accordingly, the Consultant will be the liaison between the LGU, the LHFA, the general contractor (GC) chosen to perform the rehabilitation work, and the homeowner. The Consultant shall make certain that the LGU is meeting all terms of the agreement between the LFHA and the LGU for the Program.
- B. The Consultant is responsible for ensuring that the following are done:
 - 1. Conduct initial inspections to determine if the unit meets the rehabilitation requirements of the Program. (Walk through to make an initial determination of the level of rehabilitation needed, using IRC Standards).
 - 2. Assist LHFA and/or LGU in the inspection of the home to determine pre-approval of homeowner and dwelling.
 - 3. Determine initial scope of work needed to rehabilitate the home and incorporate into bid documents to be used by LHFA in procurement of contractors.
 - 4. Assure that the contractor has been fairly selected to perform rehabilitation work by overseeing the bids received by the LHFA.
 - 5. Facilitate negotiations of the contract for rehab work with the contractor.

6. Perform periodic inspections of the contracted rehabilitation work. Approve or deny payments to contractors as appropriate.
7. Prepare all paperwork associated with processing of assistance payments for each home to be submitted to the LHFA.
8. Assure certification by homeowner of completion of work
9. Accept and resolve homeowner or contractor complaints with the LGU and with the LHFA, where necessary.
10. Provide monthly status reports to LHFA.
11. Provide statistics of the number of families served through the LGU.
12. Assist with closeout of LHFA's agreement with the LGU.
13. Assist with any other service the LGU is responsible for through the terms of its agreements with LHFA, the contractor, and the homeowner.

C. Schedule of Payments

The Program Consultant should be paid for work satisfactorily completed according to the following schedule:

First Payment: \$300 for the initial inspection of each home and work write-up.

Second Payment: An additional \$1900 upon completion of each home.

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Part 2. Proposal Requirements

Written below are the sections to be included in your written proposal. Each section must be clearly identified using the bold-faced titles below.

- A. **Organization of Firm** – Provide documentation showing the firm's personnel and operations. Provide documentation and certification that the firm's personnel are individuals trained to evaluate building systems, health and safety conditions, and physical and structural conditions, and to provide cost estimates for maintaining, rehabilitating, or improving deficiencies in single-family dwellings.
- B. **Staffing and Capabilities** – The LGU may be responsible for overseeing the rehabilitation of as many as (but not limited to) twelve units in the LGU within approximately one year; please comment on Consultant's ability to oversee such volume of work in the stated time period. (Each project will require a separate contract with the GC.) Identify specific staff members who will be responsible for performance under this contract and include their contact information and resumes. Capability must be demonstrated specifically in the areas of: construction specification and oversight, and implementing a publicly funded program.
- C. **Previous Work Experience** – Please demonstrate at least three (3) years of previous administration experience with rehabilitation of single-family dwellings. Please show clearly any such work done on behalf of Federal, State, Parish or Local agencies where the agency has had oversight of the work.
- D. **References** – Provide a comprehensive client list for the past three (3) years. Include the company or entity name, name and title of contact person, and current telephone number.
- E. **Proof of Insurance** – State whether or not your firm maintains professional liability insurance coverage. If so, state (a) the name of insurance provider, (b) the expiration date of the policy, and (c) policy limits on claims, including any prohibition /limitation of securities-related claims (or if the issuer of the policy prohibits disclosure of the coverage amounts).
- F. **Accreditation** – Provide a copy of the certification of International Residential Code that was issued a minimum of three (3) years prior to submission date, or any other relevant accreditation for the individual(s) that will act as Consultant. Failure to provide proof of these certifications will not result in application being disqualified.
- G. **Cost Proposal** – Provide a cost proposal indicating fees proposed by your firm for consultant services provided to the LGU and the terms of this Program.

- H. **Suspension or Debarment** – Provide a statement answering the following question: Is the Consultant or any one employed by the Consultant under suspension or debarment by HUD, or involved in criminal or civil action with HUD?
- I. **Litigation, Investigations and Regulatory Proceedings** – Provide a summary of any material inquiries, investigations or litigation occurring during the past three years (including those in progress) regarding the conduct of your firm, your firm's management, or any employee or official associated with your firm. Describe any related actions taken against your firm or employees by any federal state or municipal governmental entity or court or regulatory authority, including fines, suspensions, censure, etc.

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PART 3 RFQ Process

A. Review and Selection

All submissions will be reviewed to determine if they meet the mandatory proposal requirements. Those not meeting the mandatory requirements will be deemed “non-responsive”. The “responsive” submittals will be evaluated and scored according to the criteria listed below. The available points associated with each area of consideration are shown. Staff of LHFA’s HOME division will review all proposals. Each will be scored using the evaluation criteria below. Staff will develop consensus recommendations and will present those recommendations, together with a complete tabulation of numerical scoring results, to the Program Director for final approval. Each member of the selection committee will score each proposal. Scoring will be based upon how well the proposal meets the criteria established in this RFQ.

Evaluation Criteria:

Staffing/Capabilities	20 Points
Cost Proposal	20 Points
Previous Work Experience	30 Points
Experience with Government Agencies	30 Points

Total Possible Points	100 Points
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The two respondents with the highest scores, and that satisfy the due diligence requirements (reference check), will be selected as “approved” Consultants with whom the LHFA may negotiate contracts to do consultant services for the Program. Should the LHFA determine that the capabilities of those two respondents are not adequate to meet the needs of the LGU, the LHFA may choose up to two more, with the next highest scores, to be added to the “approved” list.

B. Rejection and Negotiation

The LHFA reserves the right to make no selection of “approved” Consultants should it believe that respondents to the RFQ will be incapable of delivering the necessary level of services within an acceptable price range or time period. LHFA also reserves the right to reject any and all proposals submitted in response to the RFQ and to enter into negotiations with the respondents to this RFQ as may be necessary or appropriate to refine the scope of services, fee arrangements, or any other aspect of the services to be provided thereunder.